

# Internal Audit Plan

Audit Date: \_\_\_\_\_ Audit Number: \_\_\_\_\_ Lead Auditor: \_\_\_\_\_

Audit Team Members: \_\_\_\_\_

Comments: \_\_\_\_\_

## Audit Objectives

ISO 14001 Audit Areas	Biological Services	Fee Booth	Administration	Greens	Landfill Gas	Groundwater	Disposal Operations	Capacity Development	Surface Maintenance	Contractors	EMR	Deputy Director
4.2 Environmental Policy												
4.3.1 Environmental Aspects												
4.3.2 Legal and Other Requirements												
4.3.3 Objectives, Targets & Programs												
4.4.1 Resources, Roles Responsibility												
4.4.2 Competence, Training, and Awareness												
4.4.3 Communication												
4.4.4 Documentation												
4.4.5 Control of Documents												
4.4.6 Operational Control												
4.4.7 Emergency Preparedness and Response												
4.5.1 Monitoring and Measuring												
4.5.1.1 Equipment Calibration												
4.5.2 Evaluation of Compliance												
4.5.3 Corrective/Preventive Action												
4.5.4 Control of Records												
4.5.5 EMS Audit												
4.6 Management Review												

## Planning Checklist

1. Contacts in each audit area notified about audit
2. Opening and closing meeting scheduled with management representatives
3. Timeline of audit established and reviewed with contacts and management representatives
4. Reviewed past corrective and preventative action reports
5. Have copies of necessary documents before start of audit

Documents include:

## Timeline

[illegible]

Plan reviewed and approved by:

**Lead Auditor** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Environmental Management Representative</b>	<b>Date</b>
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Deputy Director Date